



**GENERAL SERVICE ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SERVICE PRICE LIST**

HUMAN RESOURCES GENERAL SUPPORT SERVICES

Federal Supply Group: 738X

Class: SIN 595-27

Pre-Employment Background Investigations

CONTRACT NUMBER: GS02F011GA

Period Covered by Contract: 11/2016 – 11/2021

General Services Administration Federal Supply Service

ANASEC Inc.

125 Woodstream Blvd. Suite 204

Stafford, VA. 22556

Phone: (540) 657-9465 | Fax: (540) 657-9469

Web Site: <http://www.anasec.com>

Products and ordering information in this Authorized Human Resources & Equal Employment Opportunity Services Schedule Pricelist are also available on the GSA Advantage! System <http://www.gsaadvantage.gov>



COMPANY OVERVIEW

ANASEC Inc. (ANASEC) a Service-Disabled Veteran-Owned Small Business (SDVOSB). We offer professional service solutions to government and commercial customers. We provide Personnel Security, Information Technology, Administrative and FOIA solutions and services. Our existing and prior Government and commercial customers find us extremely responsive, flexible, business ready and client centric... We believe you will too. Our service offering is for the following Special Item Number (SIN): 595-27 Pre-Employment Background Investigations.

ANASEC does not sell products we offer only services.

INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!® on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!® and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

Small Business

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). **See Description of Services and Pricing**

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession-affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See Description of Services and Pricing**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. **See Description of Services and Pricing**

2. Maximum order. **\$100,000.00**

3. Minimum order. **\$1000.00**

4. Geographic coverage (delivery area). **48 Contiguous States, District of Columbia, Alaska, Hawaii, and Puerto Rico**

5. Point(s) of production (city, county, and State or foreign country). **Stafford, Stafford County, Virginia**

6. Discount from list prices or statement of net price. **See pricing chart below**

7. Quantity discounts. **Additional 1% discount from the GSA Rate for single task orders at or exceeding \$250,000.**

8. Prompt payment terms. **Net 30 Days**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro- purchase threshold. **Yes**

10. Foreign items (list items by country of origin). **None**

11a. Time of delivery. (Contractor insert number of days.) **TBD @Task Order Level (services)**

11b. Expedited Delivery. **TBD @Task Order Level (services)**

11c. Overnight and 2-day delivery. **Not Applicable**

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery. **Not Applicable**

12. F.O.B. point(s). **Destination**

13a. Ordering address(es). **125 Woodstream Blvd. Suite 204, Stafford, VA. 22556**

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es). **125 Woodstream Blvd. Suite 204, Stafford, VA. 22556**

15. Warranty provision. **See Submitted Warranty**

16. Export packing charges, if applicable. **Not Applicable**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro- purchase level). **No conditions to the Government Purchase Card**

18. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

19. Terms and conditions of installation (if applicable). **Not Applicable**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**

20a. Terms and conditions for any other services (if applicable). **Not Applicable**

21. List of service and distribution points (if applicable). **Not Applicable**

22. List of participating dealers (if applicable). **None**

23. Preventive maintenance (if applicable). **Not Applicable**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. **Applicable**

25. Data Universal Number System (DUNS) number. **12-733-2323**

26. Notification regarding registration in Systems for Award Management (SAM) database. **ANASEC, Inc. is current and registered**

Description of Services and Pricing – SIN 595-27 – Pre-Employment Background Investigations

Job Title: Personnel Security Specialist

Description: Assist in conducting preliminary and final reviews of statements of personal history and related data prior to initiation of background investigation procedures. Conduct background investigations of individuals who would occupy positions where a determination of suitability for employment or access to classified information is required. Prepare reports on investigations resulting from interviews conducted during background investigations. Draft summary sheets on the results of investigations for all assigned cases. In case of derogatory information, drafts detailed evaluation of the adverse information. When the information is insufficient to make a recommendation regarding the disposition of the case the PSS must draft a list of recommended questions for lines of inquiry for follow on investigations. Assist in adjudicating personal background investigations for suitability for employment with the FBI and/or issuance of a security clearance. Work assignments may include but are not limited to: review Personnel Security Questionnaires (SF-86 and SF-85P), verify information submitted on applications contact subjects via approved methods to complete information on background investigation forms, input data from MAC applications, retrieve data from credit bureaus, request Local Agency Checks, review reports to determine criminal record, traffic violation, etc.

Experience: Minimum 2 years' experience in a personnel security investigative or investigative analyst field, possess excellent analytical skills; experience conducting security related adjudications; possess excellent written communication skills; experience interpreting local agency checks and credit reports, and possess excellent computer skills to include proficiency in MS Word and Excel.

Education: High School Diploma/GED and formal Investigative or Adjudication Services Training

Job Title: Senior Personnel Security Specialist

Description: Assist in conducting preliminary and final reviews of statements of personal history and related data prior to initiation of background investigation procedures. Conduct background investigations of individuals who would occupy positions where a determination of suitability for employment or access to classified information is required. Prepare reports on investigations resulting from interviews conducted during background investigations. Draft summary sheets on the results of investigations for all assigned cases. In case of derogatory information, drafts detailed evaluation of the adverse information. When the information is insufficient to make a recommendation regarding the disposition of the case the PSS must draft a list of recommended questions for lines of inquiry for follow on investigations. Assist in adjudicating personal

background investigations for suitability for employment with the FBI and/or issuance of a security clearance. Work assignments may include but are not limited to: review Personnel Security Questionnaires (SF-86 and SF-85P), verify information submitted on applications contact subjects via approved methods to complete information on background investigation forms, input data from MAC applications, retrieve data from credit bureaus, request Local Agency Checks, review reports to determine criminal record, traffic violation, etc.

Experience: Minimum 5 years' experience in a personnel security investigative or investigative analyst field, possess excellent analytical skills; experience conducting security related adjudications; possess excellent written communication skills; experience interpreting local agency checks and credit reports, and possess excellent computer skills to include proficiency in MS Word and Excel.

Education: Undergraduate degree (BA or BS Degree)

Job Title: Junior Personnel Security Assistant

Description: Duties include conducting database and credit report checks; performing routine office administrative support functions. Review Personnel Security Questionnaires (SF-86 and SF-85P), verify information submitted on applications contact subjects via approved methods to complete information on background investigation forms, input data from applications, retrieve data from credit bureaus, request Local Agency Checks, review reports to determine criminal records or traffic violations, and preparing reports for adjudication recommendation.

Experience: Entry level. Minimum three years of experience in an office/administrative environment with one year of experience in a personnel security field.

Education: High School Diploma / GED equivalent or higher

Job Title: Personnel Security Assistant I/Adjudicator

Description: Duties include conducting and interpreting database checks and credit reports; performing routine office administrative support functions. Review Personnel Security Questionnaires (SF-86 and SF-85P), verify information submitted on applications contact subjects via approved methods to complete information on background investigation forms, input data from applications, retrieve data from credit bureaus, request Local Agency Checks, review reports to determine criminal records or traffic violations, and preparing reports for adjudication recommendation.

Experience: Minimum three years of experience in an office/administrative environment with two



years of experience in a personnel security field.

Education: High School Diploma or GED equivalent or higher

Job Title: Personnel Security Assistant II/Adjudicator

Description: Duties include conducting and interpreting database checks and credit reports; performing routine office administrative support functions. Review Personnel Security Questionnaires (SF-86 and SF-85P), verify information submitted on applications contact subjects via approved methods to complete information on background investigation forms, input data from applications, retrieve data from credit bureaus, request Local Agency Checks, review reports to determine criminal records or traffic violations, and preparing reports for adjudication recommendation.

Experience: Minimum five years of experience in an office/administrative environment with two years of experience in a personnel security field.

Education: High School Diploma / GED equivalent or higher and formal Investigator or Adjudication Services Training

Job Title: Program Manager

Description: Acts as the contract management liaison in a security related project. Consults with Government contracting officials, managers, and technical personnel to fully define, interpret, and implement organizational requirements. Plans, organizes, coordinates, and controls overall activities of programs and projects. Provides technical direction and management oversight to ensure that all efforts conform to the terms and conditions of the contract and individual orders. Monitors and reports on work accomplishments, and cost and labor hour status. Investigates reported problems and initiates actions to provide expedient resolution. Provides management representation and leadership in Government and industry meetings. Performs internal planning and provides guidance and management structure for tracking progress of assigned work.

Experience: Five years of relevant experience as a manager of well-defined projects. General management experience includes: managing government contract requirements and deliverables, setting up systematic management oversight controls, and bringing program/project efforts to completion within budget and schedule.

Education: Undergraduate degree (BA or BS Degree) or higher

Job Title: Deputy Program Manager

Description: Acts as the contract management liaison in a security related project in direct support of the Program Manager. Consults with Government contracting officials, managers, and technical personnel to fully define, interpret, and implement organizational requirements. Plans, organizes, coordinates, and controls overall activities of programs and projects. Provides technical direction and management oversight to ensure that all efforts conform to the terms and conditions of the contract and individual orders. Monitors and reports on work accomplishments, and cost and labor hour status. Investigates reported problems and initiates actions to provide expedient resolution. Oversees staffing and hiring tasks for the project.

Experience: Five years of relevant experience as leader of defined projects. General management experience includes: managing government contract requirements and deliverables, setting up systematic management oversight controls, and bringing program/project efforts to completion within budget and schedule.

Education: Undergraduate degree (BA or BS Degree) or higher

Job Title: Data Entry Clerk/Administrative Assistant

Description: Answers the main phone line, directs calls, and accepts messages for office personnel. Scan, index, verify quality control, and commit documents into various systems and databases. Ensure documents ready for scanning are filed in an orderly manner to provide for easy retrieval when needed.

Scan fingerprint cards and enter applicant demographic data for electronic submission to agencies. Enters criminal history results into agency databases.

Processes all purchase requests, which includes: office supplies, furniture, equipment, and/or any services needed to support operation. This process includes: researching data, preparing requisitions, tracking requisitions, preparing memos of justification, verifying supplies when received and processing all final paperwork.

Experience: Minimum one year of experience in an office/administrative environment.

Education: High School Diploma / GED Equivalent or higher

Job Title: Adjudication Specialist

Description: Perform specialized, technical work functions associated with background checks. Duties and responsibilities include conducting investigations, collecting information from various local, state and federal databases. Is familiar with complex commercial databases which

supplement government provided databases in support of the overall investigative effort. Prepares detailed investigative reports, case files, written reports, etc.; documents all information obtained from database searches. Is able to work numerous investigative efforts simultaneously. Receive and prepare reports, bulletins, correspondence, forms and other documentation; review, process, and/or maintain files and logs.

Experience: Two years professional experience in background investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records.

Education: Associates Degree or higher

Job Title: Adjudication Specialist II

Description: Perform specialized, technical work functions associated with background checks. Duties and responsibilities include conducting investigations, collecting information from various local, state and federal databases. Is familiar with complex commercial databases which supplement government provided databases in support of the overall investigative effort. Prepares detailed investigative reports, case files, written reports, etc.; documents all information obtained from database searches. Is able to work numerous investigative efforts simultaneously. Receive and prepare reports, bulletins, correspondence, forms and other documentation; review, process, and/or maintain files and logs.

Experience: Three years professional experience in background investigations, including obtaining various private documents including civil records, criminal records, insurance claims, employment history, financial history, and extensive personal records.

Education: Undergraduate degree (BA or BS Degree) or higher

Job Title: Investigative Analyst

Description: Conducting face-to-face interviews with the applicant and their neighbors, coworkers, friends, and associates. Completing record searches at law enforcement agencies, courthouses, and mental health, financial, and educational institutions. Compiling information in a clear, concise report on a standardized form. Meeting quality, timeliness, and production metrics.

Experience: Four years of general work experience or military background

Education: Undergraduate degree (BA or BS Degree) or higher

Labor Rates – SIN 595-27

ID No.	GSA Labor Category	11/2016 – 11/2017	11/2017 – 11/2018	11/2018 – 11/2019	11/2019 – 11/2020	11/2020 – 11/2021
1	Personnel Security Specialist	\$54.69	\$55.78	\$56.90	\$58.04	\$59.20
2	Senior Personnel Security Specialist	\$58.89	\$60.07	\$61.27	\$62.49	\$63.74
3	Junior Personnel Security Assistant	\$37.13	\$37.87	\$38.63	\$39.40	\$40.19
4	Personnel Security Assistant I/Adjudicator	\$41.56	\$42.39	\$43.24	\$44.10	\$44.96
5	Personnel Security Assistant II/Adjudicator	\$45.72	\$46.63	\$47.57	\$48.52	\$49.49
6	Program Manager	\$95.59	\$97.50	\$99.45	\$101.44	\$103.46
7	Deputy Program Manager	\$83.12	\$84.78	\$86.48	\$88.21	\$89.97
8	Data Entry Clerk/Administrative Assistant	\$29.09	\$29.67	\$30.27	\$30.87	\$31.49
9	Adjudication Specialist	\$39.90	\$40.70	\$41.51	\$42.34	\$43.19
10	Adjudication Specialist II	\$54.69	\$55.78	\$56.90	\$58.04	\$59.20
11	Investigative Analyst	\$66.50	\$67.83	\$69.19	\$70.57	\$71.98

All rates include discount and IFF fee.

The proposed rates for labor categories are for both customer sites and in-house (ANASEC) locations.